



Policy #54002

USE OF FACILITIES BY EXTERNAL GROUPS/ORGANIZATIONS

Effective Date: August 11, 2009

Reviewed Date: June 7, 2022

Responsible Office: Facilities & Planning Management

Division: Division of Finance

I. PURPOSE/OBJECTIVE

To effectively facilitate the use of the University facilities and resources to support the University's missions.

II. STATEMENT OF POLICY

- A. Students have priority in the request of the use of facilities.
- B. The use of non-residential facilities may be granted to public, quasi-public, religious and civic groups at the established rental rate. Such usage shall not interfere with or infringe upon the University's capacity to fulfill its primary mission.
- C. Grambling State University's facilities will not be rented to individuals or groups hosting an event for their personal gain.
- D. All requests for specific facilities must be made by completion of the Building Use Form and should be submitted to the Office of Administrative Services at least two weeks prior to the requested event date. Requests must include special equipment required for the scheduled event, (i.e., speaker stands, public address system, projectors, etc.) A request form may be obtained from the Office of Administrative Services.
- E. External groups/organizations using University facilities shall provide liability insurance coverage with a minimum amount of \$1,000,000. Failure to provide proper proof of insurance at least seven business days prior to the event will result in cancellation of the use of the requested facility.
- F. The Office of Administrative Service shall have administrative responsibilities for the use of Grambling State University facilities by external groups/organizations with the appropriate approval.
- G. All groups/organizations using University facilities shall be held liable for any assessed damages, which occur during use or period of access. Failure to comply with University policies and/ or make restitution for damages will result in denial of request of facility use and further legal processing.